

**2010 SBA AWARDS PROGRAM  
WOMEN IN BUSINESS CHAMPION AWARD  
2010 CRITERIA & CHECKLIST**



All information on this form must be provided and the requested attachments submitted.  
Failure to furnish the requested information may disqualify the candidate.

SBA will make the award to eligible small businesses on the district level, the state level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam), the regional level and the national level. The National winners will be selected from the Regional winners.

**Who is eligible to be nominated for this award?**

Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

**What are the evaluation/selection criteria for this award?**

**Women in Business Champion of the Year**

1. Active support for legislative or regulatory action designed to help small businesses.
2. Efforts to increase business and financial opportunities for women.
3. Legal, financial or managerial assistance provided to enhance women's business ownership.
4. Voluntary efforts to strengthen the role of women business owners within the community.
5. Advocacy of the women-owned business community as a whole, not solely for individual advancement.
6. Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

**Who may submit nominations for this award?**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations. Individuals may not be nominated for more than one award category.

**Where are the nominations to be sent?**

Nominations must be submitted to the U.S. Small Business Administration, Seattle District Office, 2401 Fourth Avenue, Suite 450, Seattle, WA 98121 ATTN: Carol/SBW 2010

**What is the deadline for nominations?**

All nomination packages must be postmarked or hand delivered to the SBA Seattle District office **no later than Monday, November 30, 2009.**

**What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. **The above evaluation/selection criteria must be specifically addressed.** A complete nomination package will also include, in the following order:

- ☐ 1. A single cover page with —
  - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address;
  - the award for which the nomination is being made;
  - the nominator's name, title, place of business, business address and telephone number and e-mail address; and
  - a one-paragraph description of the nominee's business and/or professional occupation.
- ☐ 2. A completed background form, SBA Form 3300, Award Nomination Form. For "team" nominations, a background form is required for each team member.
- ☐ 3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.

- ☐ 4. Four to five additional photos of the nominee's company and employees at work.
- ☐ 5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- ☐ 6. A brief biography of the nominee, not exceeding one page.
- ☐ 7. A business profile, not exceeding one page, if applicable.
- ☐ 8. The nominee's financial statement - including balance sheets, profit-and-loss statements and financial reports - not exceeding 12 pages, on 8 1/2 " x 11" paper for the last three years, if applicable.
- ☐ 9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
- ☐ 10. A completed SBA Form 2137 Award Nomination Consent Form.
- ☐ 11. Specific numbered responses to the Evaluation/Selection Criteria above (1-6).

**What are the selection procedures for these awards?**

Small Business Champion Award winners will be selected at the district (in multi-district states), state and national levels. Winners at each level are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Field Operations for review. The National Small Business Awardees will be selected by the SBA Administrator based on the recommendations of the Agency's National Small Business Week panel of judges. The winners will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.